

2/20/97

SUBJ: FAA ORGANIZATION - FIELD

1. **PURPOSE.** This change transmits a revision to Chapter 16, FAA Technical Center, which is hereby renamed the William J. Hughes Technical Center.

2. **EXPLANATION OF CHANGES** Public Law **104-50**, Department of Transportation and Related Agencies Appropriations Act of 1996, renamed the FAA Technical Center as the William J. Hughes Technical Center.

a. The Resource Management Service is abolished. The functions performed by this service are transferred to the following divisions, which are established:

(1) The Human Resource Management Division.

(2) The Financial Management Division.

(3) The Logistics Division.

(4) The Information Technology and Services Division.

b. The functions of the Facility Engineering and Operations Division, the NAS Facilities Hardware Engineering Division, and the NAS Facilities Operations Division are transferred to the Facilities Management Division, which is established.

c. The Engineering, Test, and Evaluation Service is abolished. The functions of the service are transferred to the Air Traffic Control Engineering and Test Division, which is established.

d. The Engineering, Integration, and Operational Evaluation Service is abolished. The functions of the service are transferred to the Communication/Navigation/Surveillance Engineering and Test Division, which is established.

e. The Airport Management and Emergency Operations Staff is abolished. The functions of the staff are transferred to the Airport Management and Emergency Operations Division, which is established.

f. The Aviation Simulation and Human Factors Division is established. The functions of the division include simulation, modeling, and human factors engineering.

g. The Engineering, Research, and Development Service is abolished. The functions are transferred to the newly established Airport and Aircraft Safety Research and Development Division in the Office of Aviation Research, in Washington headquarters.


h. The Office of Research and Technology Applications is abolished. Its functions are transferred to the newly established Research Division, Deputy Program Director for Research and Technology Applications, in Washington headquarters.

i. The Aviation Security Research and Development Service is abolished. Its functions are transferred to the newly established Aviation Security Research and Development Division in the Office of Aviation Research, Washington headquarters.

j. The Public Affairs Staff is abolished. The Office of Public Affairs in Washington headquarters and the Public Affairs Staff in the Eastern Region perform certain functions of the staff, including those associated with media relations.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
xv	6/21/94	xv and xvi (thru xviii)	2/20/97
xvi (thru xviii)	4/1/92	1701 thru 1785 (thru 1800)	2/20/97
1701 and 1702	6/2/94		
1703	2/6/89		
1704	7/2/92		
1705 and 1706 (thru 1708)	2/6/89		
1709 (thru 1718)	6/1/92		
1719 and 1720	2/6/89		
1721 (and 1722)	5/9/91		
1723 thru 1705 (and 1706)	5/9/91		
1727 thru 1736	2/6/89		
1737	6/1/92		
1738	4/1/92		
1739 (thru 1742)	9/8/89		
1743 (thru 1748)	6/21/94		
1749 (and 1750)	2/6/89		
1751 and 1752	5/9/91		
1753 thru 1757 (and 1758)	6/21/94		
1759 thru 1771 (and 1772)	4/1/92		
1773 (and 1774)	6/21/94		
1775 thru 1782 (thru 1786)	7/2/92		
1787 thru 1793 (and 1794)	1/29/91		
1795 thru 1804 (thru 1810)	4/1/92		
1811 (thru 1820)	7/16/90		



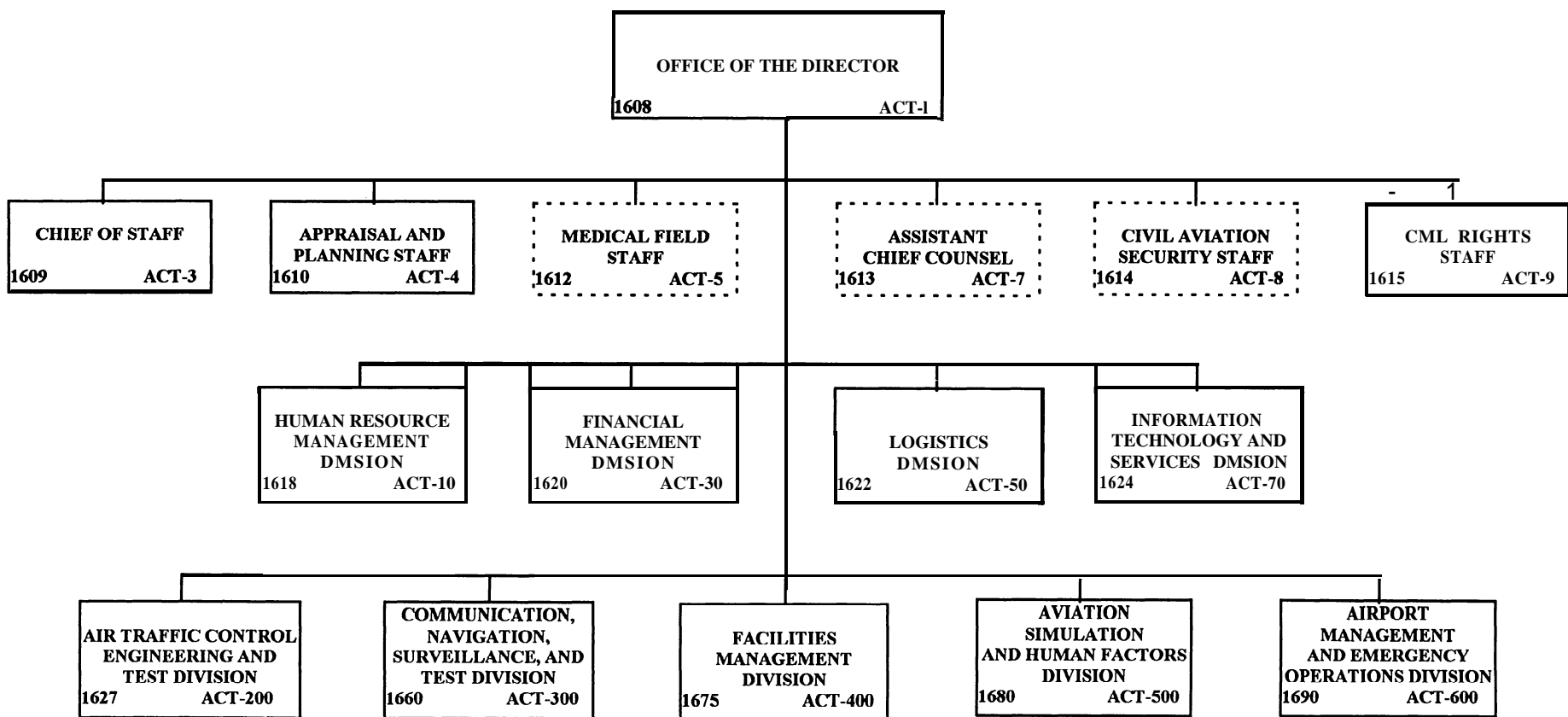
Barry L. Valentine
Acting Administrator

	<u>Page No.</u>
*CHAPTER 16. WILLIAM J. HUGHES TECHNICAL CENTER	1701
Figure 16- 1. William J. Hughes Technical Center Organization Chart	1702
1600. General Description	1703
160 1. Mission	1703
1602. Chart Organization	1703
1603. Functions	1703
1604. Delegation of Authority	1704
1605. Limitation on Delegations of Authority	1704
1606. Special Relations	1704
1607. Reserved	1705
1608. Office of the Director	1709
1609. Chief of Staff	1709
1610. Appraisal and Planning Staff	1711
1611. Withdrawn-CHG31	1711
16 12. Medical Field Staff	1715
16 13. Assistant Chief Counsel	1717
16 14. Civil Aviation Security Staff	1721
16 15. Civil Rights Staff	1725
16 16. Reserved	1726
1617. Withdrawn - CHG 3 1	1726
16 18. Human Resource Management Division	1731
1619. Withdrawn - CHG 27	1731
1620. Financial Management Division	1737
162 1. Withdrawn - CHG 3 1	1737
1622. Logistics Division	1741
1623. Withdrawn - CHG 27	1741
1624. Information Technology and Services Division	1745
1625.-1626. Reserved	1745
1627. Air Traffic Control (ATC) Engineering and Test Division	1751
1628.-1634. Withdrawn - CHG 31	1751
1635.-1639. Reserved	1751
1640.- 1643. Withdrawn - CHG 3 1	1751
1644.- 1649. Reserved	1751
1650. Withdrawn - CHG 3 1	1751
1651.-1652. Reserved	1751
1653.-1655. Withdrawn - CHG 31	1751
1656.-1659. Reserved	1751
1660. Communication/Navigation/Surveillance (CNS) Engineering and Test Division	1761
166 1.- 1664. Withdrawn - CHG 3 1	1761
1665.-1669. Reserved	1761
1670. Withdrawn - CHG 3 1	1761
167 1 .- 1674. Reserved	1761
1675. Facilities Management Division	1771 *

*1676.- 1679. Reserved	1771	
1680. Aviation Simulation and Human Factors Division	1777	
1681.- 1689. Reserved	1778	
1690. Airport Management and Emergency Operations Division	1783	
1691.-1699. Reserved	1785	*

*1676.- 1679. Reserved	1771	
1680. Aviation Simulation and Human Factors Division	1777	
1681.- 1689. Reserved	1778	
1690. Airport Management and Emergency Operations Division	1783	
1691.-1699. Reserved	1785	*

WILLIAM J. HUGHES TECHNICAL CENTER



CHAPTER 16. WILLIAM J. HUGHES TECHNICAL CENTER

*1600. **GENERAL DESCRIPTION.** The William J. Hughes Technical Center (hereafter referred to as the Technical Center) is a major organizational complex headed by a director who reports to the Associate Administrator for Research and Acquisitions. Located near Atlantic City, New Jersey, the Technical Center conducts engineering, research and development, and test and evaluation activities in support of FAA-approved programs. The term "Technical Center" includes only those organizational elements which report to the Director, Technical Center. Tenant organizations located on the Technical Center property are not integral parts of the Technical Center.

1601. **MISSION.** The Technical Center:

- a. Operates and administers a national center providing laboratories, facilities, skills, and services responsive to the research, development, test, implementation, field support, and maintenance programs of FAA.
- b. Develops, tests, and evaluates new or substantially improved NAS equipment, systems, materials, processes, techniques, and procedures.
- c. Performs or participates in research, engineering, and development to provide new or improved techniques or methodologies related to the NAS. This includes advanced concepts exploration, human in-the-loop simulations, and real time simulations.

1602. **ORGANIZATION CHART.** The organization chart for the Technical Center is shown in figure 16-1.

1603. **FUNCTIONS.** Within the assigned mission, the Technical Center:

- a. Manages and conducts NAS test and evaluations of specified items (available systems, subsystems, equipment, devices, materials, concepts, or procedures) at any phase in the cycle of their development, from concept to implementation and field acceptance .
- b. Withdrawn-CHG 3 1.
- c. Withdrawn-CHG 3 1.
- d. Conducts applied research, as appropriate and/or requested by a developmental office or service.
- e. Provides laboratory facilities and conducts hands-on research and development, test, and evaluation for the FAA advanced concepts program.
- f. Participates with the Associate Administrator for Research and Acquisitions and the Office of System Architecture and Program Evaluation in the preparation of the Capital Investment Plan.
- g. Manages, operates, and maintains the various technical laboratories, technical facilities, research and development aircraft, and plant facilities of the Technical Center. Plans, develops, and executes the acquisition and technical improvements required to ensure responsiveness to FAA requirements. Provides technical facility support consistent with assigned mission and program activities.
- h. Provides required support for the FAA research and development and flight inspection aircraft based at the Technical Center, and provides services for visiting aircraft, as required. *

- * i. Provides for aircraft and avionics engineering and modification in support of the research and development projects.
- j. Manages and operates the Technical Center and Atlantic City International Airport, ensuring conformance with airport safety regulations and criteria.
- k. Provides administrative, logistics, and space support to the other **FAA**, Government, military, and contractor activities collocated at the Technical Center.
- l. Develops and presents to the Associate Administrator for Research and Acquisitions the annual Technical Center budget with appropriate assistance from other organizations.
- m. Provides facilities for Federal law enforcement and military agencies in support of antihijacking and antiterrorist exercises and training programs.

1604. **DELEGATION OF AUTHORITY.**

- a. The Director, Technical Center, derives authority from the Administrator through the Associate Administrator for Research and Acquisitions. Except where the Administrator otherwise provides, the Technical Center Director is delegated full authority to take all actions necessary to carry out his/her assigned responsibilities, within approved agency policies, program plans, guidelines, standards, systems, and procedures. The civil aviation security functions come under the executive direction of Washington headquarters.
- b. The Director, Technical Center, is authorized to approve and accomplish changes or modifications to agency aircraft and associated avionics equipment in accordance with assigned programs. Such changes or modifications shall conform to the standards prescribed by the Associate Administrator for Regulation and Certification.

1605. **LIMITATION ON DELEGATIONS OF AUTHORITY** In exercising delegated authority, the Director, Technical Center, is subject to the same limitations as prescribed for regional administrators and division/staff managers under Washington operational control in paragraphs 220 through 222 of Order **1100.5C**, where they apply, with the following changes or exceptions:

- a. **Reference Paragraph 222(f). Agency Aircraft Management.** Disregard this limitation. Authority to modify aircraft is included in paragraph 1604b of this order.
- b. **Reference Paragraph 222(j). Facilities and Equipment.** Disregard this limitation.
- c. **Reference Paragraph 222(m). Research and Development** Substitute the following: The Director, Technical Center, shall not perform research and development, test, or evaluation activities except in response to validated requirements as stated by the Secretary of Transportation, Administrator, Deputy Administrator, or the Associate Administrator for Research and Acquisitions. *

* 1606. **SPECIAL RELATIONS.** The Technical Center:

a. Develops and submits budget proposals to the Associate Administrator for Research and Acquisitions for review, coordination, consolidation, and submission to the Office of Financial Services.

b. Plans and conducts activities in response to the requirements validated by the Associate Administrator for Research and Acquisitions. Requirements for test and evaluation or research and development pertaining to any elements of the NAS will be channeled to the Technical Center through the appropriate Washington headquarters authorities.

c. Conducts research, development, engineering, support, test, and/or evaluation work in support of agency requirements established by the Associate Administrator for Research and Acquisitions and the respective associate administrators.

d. Provides space and administrative support for Eastern Region tenant activities, the National **Enroute** Systems Engineering Division, the National Terminal Systems Engineering Division, the National Data Communication Systems Engineering Division, the Independent Operational Test and Evaluation Office, the Aviation Security Research and Development Division, the Deputy Program Director for Research and Technology Applications, and the Airport and **Aircraft** Safety Research and Development Division, Flight Inspection, and the Federal Air Marshal located at the Technical Center in accordance with the terms of specific agreements for such service.. *

1607. **RESERVED.**

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1607. **RESERVED.**

* 1608. OFFICE OF THE DIRECTOR. Under the direction of the Associate Administrator for Research and Acquisitions, the director:

- a. Manages the functions and resources assigned to the Technical Center by the Administrator and ensures effective mission accomplishment.
- b. Directs the conduct of programs and activities, ensuring that each receives proper emphasis and conforms to appropriate policies, standards, procedures, and priorities.
- c. Maintains relationships with the associate administrators and regional administrators of other agency elements on matters related to Technical Center plans, programs, and services.
- d. Represents the agency, within the scope of delegated authority, in dealing with public and private representatives on matters concerning the Technical Center.
- e. Withdrawn-CHG 15.
- f. Withdrawn-CHG 15.
- g. Withdrawn-CHG 15.
- h. Withdrawn-CHG 15.

1609. CHIEF OF STAFF. The Chief of Staff:

- a. Monitors the full range of Technical Center activities as a special adjutant to the Director; provides a point of continuity for the Technical Center; and provides consultation and guidance to all Technical Center organizations, in the absence of the Director or the Deputy Director.
- b. Manages the office of Chief of Staff and serves as a contact point for straightlined staff elements.
- c. Provides an executive link between the executive staff, bargaining units for unions at the Technical Center, and all levels of Technical Center personnel in quality management strategy planning and implementation.
- d. Performs other functions as assigned by the director. *

1610. **APPRAISAL AND PLANNING STAFF**

* a. **Mission.** The Appraisal and Planning Staff reports to the Director, Technical Center, on appraisals and evaluations conducted at the Technical Center and participates in national appraisals and evaluations with primary emphasis on overall program performances. Assists in the development of overall procedures and criteria for appraisal of activities within the purview of the director. Coordinates the development and integration of center plans and programs providing the staff action necessary to synchronize interdivisional activities on a broad scale toward the orderly achievement of program goals.

b. **Functions.** The Appraisal and Planning Staff:

(1) Conducts, within the functional responsibility of the Director, Technical Center, comprehensive reviews, appraisals, and evaluations emphasizing:

(a) Overall program performance of each division-level organization.

(b) Comparative appraisal of division performance.

(c) Adequacy of policies, standards, procedures, and programs.

(2) Reports on reviews, appraisals, evaluations, and investigations.

(3) Coordinates review and appraisal matters with the Director, Technical Center.

(4) Serves as the central contact point and liaison for audits at the Technical Center with the Office of the Secretary of Transportation, Office of Inspector General, and the General Accounting Office.

(5) Serves as the Technical Center contact for agency planning efforts.

(6) Provides the focal point for administration of the Technical Center's planning and programming system, including technical support, administrative support, and tenant services.

(7) Evaluates Technical Center plans, operations, and results and develops strategic plans to carry out the Technical Center mission and approved policies.

1611. **WITHDRAWN-CHG**

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1611. **WITHDRAWN-CHG**

1612. **MEDICAL FIELD STAFF.**

a. **Mission.** The Medical Field Staff manages the aviation medical program at the Technical Center. This staff is under the direction of the Deputy Federal Air Surgeon.

b. **Functions.** The Medical Field **Staff:**

(1) Conducts health awareness programs and health promotion activities for FAA employees and others assigned to the Technical Center and surrounding areas.

(2) Serves as the drug program coordinator for the employee substance abuse program.

(3) Derives authority from the Deputy Federal Air Surgeon.

1613. ASSISTANT CHIEF COUNSEL.

* a. Mission. The assistant chief counsel is responsible for the legal activities of the Technical Center, provides legal counsel and assistance to the Director, the Director's staff, and all elements located at the Technical Center to ensure that activities of the Technical Center and the elements located thereon conform to statutory and regulatory requirements, and provides legal service needed to facilitate the performance of the Technical Center functions and the enforcement of agency requirements within the Technical Center. Regional and center counsel have been renamed assistant chief counsel for each region and the centers; therefore, all references to regional or center counsel in Part II and Part 13 of the Federal Aviation Regulations should be construed as references to assistant chief counsel for each region and each center.

b. Functions. The assistant chief counsel:

(1) Provides legal counsel, advice, and assistance to the Director, the Director's staff, and other agency elements located at the Technical Center.

(2) Provides liaison with the Office of the Chief Counsel.

(3) Acts as legal adviser to the Technical Center procurement personnel on legal aspects of the Technical Center contracts and procurement activities. Participates in the preparation and negotiation of contracts. Reviews contractual documents, including modifications, findings and determinations, and **findings** of fact under the "disputes" article; renders legal counsel on matters arising during the administration of contracts and represents FAA in trials before the Dispute Resolution for Acquisition Staff in the Office of the Chief Counsel.

(4) Advises and assists United States attorneys on matters arising out of Technical Center activities, including litigation pertaining to environmental problems, actions and litigations arising from personnel adverse actions, discrimination complaints, airport operational matters and, as assigned by the Chief Counsel, proceedings under the Federal Tort Claims Act and other litigation affecting or involving the Technical Center. Subject to the direction of the Director, establishes and maintains contacts with other Federal agencies, State, county, and municipal authorities on matters concerning the legal activities of the Technical Center.

(5) Represents the Director and other Technical Center **officials**, when designated to do so by the Chief Counsel, in legal proceedings within the cognizance of the Technical Center, before courts, administrative hearings, and other Government agencies.

(6) Renders advice on legal matters pertaining to the acquisition and disposition of real property required by the Technical Center and related problems concerning real property and approves the sufficiency of the title to land for the purpose for which property is being acquired by the Technical Center.

(7) Provides review and clearance of Technical Center correspondence, directives, and proposals dealing with legal matters or having legal implications.

(8) Receives tort claims, conducts investigations or calls upon appropriate Technical Center elements to conduct them, receives reports, maintains a register of claims, and performs all other functions required to evaluate such claims. Takes **final** action of approval, compromise, or denial of claims, subject to limitations as set forth in agency policy.

(9) Furnishes interpretations and advice on the application of the Federal Aviation Act of 1958 and other Federal, State, and local laws governing or affecting the conduct of agency activities at the Technical Center. *

* (10) Advises the Director on legal problems that arise in connection with the administration of the Technical Center involving such matters as employee relations, grievance and adverse action appeals, and conflicts of interest and represents the deciding officials as counsel in hearings with respect to adverse actions and grievances.

(11) Reviews and makes recommendations in connection with employee claims filed pursuant to P.L. 88-558 and Order **2700.14B**, Employee Claims Manual.

(12) Develops policies, procedures, standards, and guidelines for the handling of legal matters in order to ensure effective performance of those responsibilities and Technical Center conformation with all legal requirements of applicable rules, laws, regulations, and orders.

(13) Advises the Director on legal problems involving authority **to** expend appropriations for particular purposes.

c. Special Delegation. The assistant chief counsel:

(1) Derives authority from the Chief Counsel. The assistant chief counsel is delegated full authority to take all actions necessary to carry out assigned responsibilities, within approved agency policies, program plans, and procedures, including the coordination guidelines established by the Chief Counsel. The assistant chief counsel will continue to provide legal counsel, advice, and assistance to the Director, Technical Center, and to organizational elements of the Technical Center.

(2) Exercises the authority of the Chief Counsel, under Part 9 of the regulations of the Office of the Secretary of Transportation, with respect to the testimony of agency employees and the production of records pursuant to subpoena (49 CFR Part 9).

(3) Provides advice to the agency on matters relating **to** grants, cooperative agreements, **and** cooperative research and development agreements.

(4) Retains on staff the agency's Senior Intellectual Property Attorney who provides advice on such matters to all elements throughout the agency and maintains a special relationship with the DOT patent counsel.

(5) Maintains a special relationship with the agency's Senior Ethics Attorney. The assistant chief counsel is the Technical Center's designated Ethics Official and exercises such authority as is set forth in the appropriate regulations.

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1614. CIVIL AVIATION SECURITY STAFF.

* a. **Mission.** The Civil Aviation Security Staff conducts, manages, and directs the security programs at the Technical Center designed to prevent hijacking, sabotage, and other criminal and terrorists acts against U.S. air carrier aircraft, certain public aircraft, foreign air carrier aircraft operations to and from the United States, and certain other aircraft; assists law enforcement in the interdiction of the importation of dangerous drugs and narcotics via aircraft; provides industry with timely information concerning threats against air commerce; safeguards FAA and national security interests through effective personnel, information, physical, industrial, communications, and automated information systems security; conducts investigations in support of FAA's basic mission; and ensures the highest possible standards of integrity and ethical conduct of FAA employees and representatives at the Technical Center. This staff is under the executive direction of the Associate Administrator for Civil Aviation Security.

b. **Functions.** The Civil Aviation Security Staff:

(1) Conducts, manages, directs, and ensures compliance with those agency safety programs for the prevention of criminal acts against air transportation as prescribed in the Federal Aviation Act, as amended by the Air Transportation Security Act of 1974; International Security and Development Cooperation Act of 1985; and applicable Federal Aviation Regulations.

(2) Manages and directs actions for safeguarding FAA and the national security, including providing information and assistance to the Washington headquarters Aviation Security Command Center during hijack situations and other acts affecting air transportation security.

(3) Develops Technical Center procedures implementing national policy, standards, and guidelines concerning investigations and the prevention of criminal acts against air transportation.

(4) Establishes and maintains a continuing program of liaison and close working relationship with appropriate Federal, State, and municipal law enforcement, investigative, and security agencies, industry-related associations, air carriers, airport authorities, and other elements within FAA.

(5) Acts as the focal point for local coordination of DOT Office of Inspector General investigative matters within its jurisdiction.

(6) Ensures immediate notification to the local office of the United States Secret Service of any threat against the President of the United States or any other person protected by the provisions of Title 18, U.S. Code, Section 3056.

(7) Conducts the automated information systems security program and collects information in response to established agency policies, standards, requirements, and procedures; reports priority matters to appropriate officials; and prepares formal reports, special studies, and summaries for submission to the Associate Administrator for Civil Aviation Security.

(8) Participates in national efforts to combat organized crime and illegal operations of U.S.-registered aircraft and airmen.

(9) Implements the Civil Aviation Security Information System (CASIS).

(10) Provides the point of contact for all FAA law enforcement liaison to the field relating to interdiction of illegal drugs and narcotics into the United States. *

* (11) Maintains the security suitability of the Technical Center work force through review of applications for employment with FAA and review and action, if necessary, upon the resultant investigations (backgrounds, national agency checks with written inquiries, etc.); grants security clearances; and conducts investigations, as required, involving applicants or employees.

(12) Ensures the physical security of FAA facilities located at the Technical Center through surveys and inspections. Items inspected are funds, controlled substances, property, computer facilities, firearms control, and access control. Relative criticality and vulnerability as they relate to continuity of operations of the facility are established during the surveys. Every problem or potential problem area is addressed and resolved in a satisfactory manner.

(13) Oversees the Industrial Security Program and the Contractor Investigation Program ensuring that all security requirements are met when contracts are written and contractual employees are hired.

(14) Exercises primary responsibility for control of classified materials including communications security (COMSEC) and its handling and storage in order to safeguard employee, FAA, and national security interests.

c. **Special Delegation** The Civil Aviation Security Staff is delegated authority to receive evidence, examine witnesses, and administer, but not compel, oaths or affirmations at any place within the jurisdiction of the United States in connection with investigations ordered for the purpose of carrying out functions specified in this paragraph. This authority is hereby delegated to each FAA employee who possesses a valid credential identifying the employee as a Special Agent. These individuals are authorized to exercise this authority only in accordance with applicable policies established or approved by the Administrator. *

1615. **CIVIL RIGHTS STAFF.**

* a. **Mission.** The Civil Rights Staff assists and represents the Director, Technical Center, on civil rights, equal opportunity, and diversity matters to ensure **full** and affirmative implementation of civil rights and equal opportunity precepts throughout the Technical Center in all official actions. This includes Technical Center employment practices; services rendered to the public; operation of federally assisted activities; and other programs or efforts involving administration assistance, participation, or endorsement. The staff reports to the Director, Technical Center.

b. **Functions.** The Civil Rights **Staff:**

(1) Develops and recommends to the Director, Technical Center, local civil rights and equal opportunity programs, standards, and procedures to ensure:

(a) Equal opportunity in internal Technical Center employment practices (Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000e et seq.), Section 501 and 504 of the Rehabilitation Act of 1973 (29 U.S.C. 791,794, and **794a**), the Age Discrimination in Employment Act of 1973 (29 U.S.C. 791,794, and **794a**), the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), the Equal Pay Act (enacted as section 6(d) of the Fair Labor Standards Act of 1938, 29 U.S.C. 206 (d)), and implementing regulations issued by the Equal Employment Opportunity Commission (29 Parts 1600 through 1691)). In the case of section 504 of the Rehabilitation Act of 1973, implementing regulations are issued for the Department by the Secretary of Transportation (49 CFR Part 27).

(b) Technical Center programs and activities affecting housing and urban development are administered in an affirmative manner to further the purpose of the Fair Housing provision of Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.).

(c) Technical advice or assistance requested by the Departmental Office of Civil Rights, **Office** of the Secretary of Transportation, in investigations of alleged or suspected discriminatory practices is provided by civil rights specialists or other personnel appropriately trained in collateral duties of this nature and supervised by the civil rights specialists regularly assigned to the Civil Rights Staff.

(d) Technical advice and guidance and civil rights matters are provided to Technical Center officials and organizations regularly charged with contract responsibilities (other than those assigned to the Secretary of Labor) or with grants-in-aid administration.

(e) Affirmative actions are taken to support total Federal equal opportunity programs.

(f) Employees and employee organizations committed to promoting the agency's policy of equal employment opportunity are given reasonable support and encouragement.

(2) Evaluates implementation by Technical Center elements of approved equal opportunity and civil rights policies, programs, standards, and procedures.

(3) Serves as the Technical Center Equal Employment Opportunity Officer in accordance with 29 CFR 16 14.102(b)(3) and regulations issued by the Equal Employment Opportunity Commission. *

* (4) Develops or coordinates the development of all Technical Center civil rights and equal opportunity reports and the Technical Center input for all national civil rights and equal opportunity reports.

(5) Serves as the Technical Center contact point and liaison for employees and employee organizations committed to promoting the agency's policies and programs of equal employment opportunity.

1616.-1617. ~~WITHDRAWN-CHG 31..~~

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16 18. ~~HUMAN RESOURCE MANAGEMENT DIVISION.~~

* a. **Mission.** The Human Resource Management Division manages, coordinates, integrates, and provides the full range of human resource management services by combining traditional personnel functions with human resource planning, development, and utilization. The division emphasizes the motivation and development of the individual employee and the performance and productivity of the Technical Center.

b. **Functions.** The Human Resource Management Division:

(1) Manages the interrelated service areas of human resource planning and forecasting, organizational development, staffing and position management, employee and labor relations, human resource development, and employee services at the operational, managerial, and strategic level.

(2) Collaborates with and represents the Director, Technical Center, and other management officials in all matters relating to human resource management.

(3) Implements FAA-established human resource management policies established at the national headquarters level and ensures compliance with the statutory and regulatory requirements and internal policies and program standards.

(4) Reviews and evaluates all phases of human resource management services and activities across formal organizational lines.

(5) Provides leadership for human resource management system change.

(6) Promotes and participates in the equal opportunity program by ensuring that all human resource management and procedural actions taken are consistent with agency equal opportunity goals and objectives.

(7) Provides oversight of the Child Care Center.

c. **Special Delegation** Reserved.d. **Special Relations** Reserved.1619. ~~WITHDRAWN-CHG 27.~~

* 1620. FINANCIAL MANAGEMENT DIVISION.

a. **Mission.** The Financial Management Division provides financial management advice to the Director, division managers, and other Technical Center officials; formulates and presents the overall Technical Center budget including tenant activities; provides accounting services and financial controls; and ensures adequate controls of approved resources and staffing allocations.

b. **Functions.** The Financial Management Division:

(1) Formulates, reviews, presents, and executes the Technical Center budget. Provides financial management information to the Director, Technical Center, division managers, and other key Technical Center officials.

(2) Prepares budget estimates, recommending to the Director the levels of personnel and funding requirements necessary to accomplish the Technical Center mission.

(3) Develops requirements for financial management and budgetary reporting. Designs, installs, and maintains local accounting and budget systems and procedures for the Technical Center.

(4) Installs and maintains the agency accounting system as applicable to the Technical Center and tenant organizations to provide effective services and accounting control.

(5) Provides financial advice and assistance on proposed and existing contracts, agreements, and other pertinent proposals.

(6) Serves, through the Appraisal and Planning Staff, as the Technical Center's focal point for contracts and liaison with the Office of Inspector General and GAO on all financial aspects.

(7) Provides cashier and disbursement services and administers scheduled airline services and credit card programs.

(8) Maintains general ledger, suspense, and account controls.

(9) Records travel, procurement, and miscellaneous obligations and payments.

(10) Maintains allotment control, certifies payments, and appoints certifying officials.

c. **Special Delegation.** Reserved.

d. **Special Relations.** On behalf of the Director, Technical Center, the Financial Management Division develops and presents the annual Technical Center budget and conducts the necessary liaison and coordination with Washington program and developmental offices.

1621. WITHDRAWN-CHG 31.

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* 1620. FINANCIAL MANAGEMENT DIVISION.

a. **Mission.** The Financial Management Division provides financial management advice to the Director, division managers, and other Technical Center officials; formulates and presents the overall Technical Center budget including tenant activities; provides accounting services and financial controls; and ensures adequate controls of approved resources and staffing allocations.

b. **Functions.** The Financial Management Division:

(1) Formulates, reviews, presents, and executes the Technical Center budget. Provides financial management information to the Director, Technical Center, division managers, and other key Technical Center officials.

(2) Prepares budget estimates, recommending to the Director the levels of personnel and funding requirements necessary to accomplish the Technical Center mission.

(3) Develops requirements for financial management and budgetary reporting. Designs, installs, and maintains local accounting and budget systems and procedures for the Technical Center.

(4) Installs and maintains the agency accounting system as applicable to the Technical Center and tenant organizations to provide effective services and accounting control.

(5) Provides financial advice and assistance on proposed and existing contracts, agreements, and other pertinent proposals.

(6) Serves, through the Appraisal and Planning Staff, as the Technical Center's focal point for contracts and liaison with the Office of Inspector General and GAO on all financial aspects.

(7) Provides cashier and disbursement services and administers scheduled airline services and credit card programs.

(8) Maintains general ledger, suspense, and account controls.

(9) Records travel, procurement, and miscellaneous obligations and payments.

(10) Maintains allotment control, certifies payments, and appoints certifying officials.

c. **Special Delegation.** Reserved.

d. **Special Relations.** On behalf of the Director, Technical Center, the Financial Management Division develops and presents the annual Technical Center budget and conducts the necessary liaison and coordination with Washington program and developmental offices.

1621. WITHDRAWN-CHG 31.

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* 1622. LOGISTICS DIVISION.

a. **Mission.** The Logistics Division manages and provides services in procurement and acquires, stores, and issues materiel and supplies. The division administers related programs and controls, including all personal property.

b. **Functions.** The Logistics Division:

(1) Plans, directs, and coordinates the overall program of contract award and administration for the procurement of personal property, research, test and evaluation, utilities, and facility services in support of all organizations, programs, and the physical plant.

(2) Ensures compliance with contractual specifications and promotes **Governmentwide** assistance programs concerned with small business, labor surplus, and equal employment opportunity.

(3) Develops and administers a system for handling all protests and inquiries concerning the propriety in the award or administration of Technical Center contracts. Assists the **Office** of Financial Services in developing responses to protests relating to Technical Center procurement actions that are addressed to the Department of Transportation officials at the departmental headquarters, received from congressional sources, or lodged with the General Accounting Office.

(4) Evaluates supply systems and procedures providing subject matter expertise toward the elimination, modification, or expansion of new and existing programs.

(5) Plans, directs, and coordinates the overall program for the accountability, provisioning, utilization, and disposal of material and Government-furnished property.

(6) Plans, directs, and coordinates supply activities.

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1623. WITHDRAWN-CHG 27.

* 1624. INFORMATION TECHNOLOGY AND SERVICES DIVISION.

a. **Mission.** The Information Technology and Services Division manages and directs the Technical Center's present and future office automation and information technologies requirements; provides for the development and/or participation in local and national management systems, including software development and agency management information systems (MIS) endeavors; provides management and oversight of matters related to the Technical Center information resource management program; manages and directs the telecommunication and radio frequency services for the Technical Center; manages and directs the FAA management analysis and study program for the Technical Center; provides oversight, direction, and supporting services for organizational management, regulatory paperwork management, and **Office** of Management and Budget programs; manages the Freedom of Information Act and Privacy Act programs; manages and operates the technical library and National Airspace System (NAS) Documentation Facility; manages, operates, maintains, and/or monitors contract operation of various administrative support facilities; provides technically based supporting services in the areas of photography and video; and fabricates models, exhibits, and consoles in support of technical programs.

b. **Functions.** The Information Technology and Services Division:

(1) Reviews needs and opportunities to improve Technical Center operations through the application of information and systems technology and approves Federal Information Processing (FIP) acquisitions as the Technical Center's Information Resource manager.

(2) Provides the primary Technical Center interface, through the Associate Administrator for Research and Acquisitions, with agency, departmental, and contractual offices for development and implementation of various local and national information resource management programs and management **information** systems.

(3) Provides computer systems analysis and programming support and directs and manages configuration of management information computer systems for administrative and management information retrieval.

(4) Plans and designs systems to prevent unauthorized intrusion with FIP systems software or hardware design in accordance with the Automated Information System security guidelines.

(5) Plans and develops office automation procedures and implementation processes.

(6) Serves as the principal element of the Technical Center with respect to:

(a) Organization and procedures.

(b) Management systems and standards.

(c) Staffing standards.

(d) Directives and delegation of authority.

(e) Regulatory paperwork management programs.

(f) Management and productivity improvement.

- * (7) Plans and conducts a Technical Center program for management studies, including specialized organization management staff assistance and functional analyses.
- (8) Provides strategic oversight of Office of Management and Budget initiatives.
- (9) Administers the Privacy Act and Freedom of Information Act programs for the Technical Center.
- (10) Operates and maintains the agency's centralized repository and distribution point for all documentation related to the NAS.
- (11) Manages, provides services, and monitors contract operation of printing, distribution, and the mail room.
- (12) Manages, provides services, and/or monitors contract operation of photography, audiovisuals, and graphic arts.
- (13) Manages the development and presentation of exhibits.

1625.-1626. **RESERVED.**

* 1627. AIR TRAFFIC CONTROL (ATC) ENGINEERING AND TEST DIVISION.

a. **Mission.** The Air Traffic Control (ATC) Engineering and Test Division advises the Director, Technical Center, in the planning and requirements for engineering, test, and evaluation of air traffic control programs; manages, directs, and coordinates the NAS automation projects supporting the mission of the Technical Center; and is responsible for the testing that is conducted in these laboratories.

b. **Functions.** As the principal element of the Technical Center for NAS automation, the ATC Engineering and Test Division provides direction to the organizations in the division responsible for:

(1) The program management function of the Display Channel Complex Rehost Program.

(2) The detailed hardware/software engineering in support of automation programs such as: advanced air traffic automation and display systems, near term tower, flight service stations, and terminal air traffic automation hardware/software systems, traffic flow management and facility structures, and oceanic programs.

(3) Support in the development of test requirements and guidelines for the accomplishment of test and evaluation of NAS ATC subsystems and the validation of test results in the area of NAS development and deployment.

* 1628:1634. WITHDRAWN-CHG 31.

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1635.01639. RESERVED.

*1640.-1643. WITHDRAWN-CHG 31.

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1644.-1649. RESERVED.

* 1650. WITHDRAWN-CHG 31.

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1651.91652. RESERVED.

* 1653.01655. WITHDRAWN-CHG 31.

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1656.01659. RESERVED.

*1660. COMMUNICATION/NAVIGATION/SURVEILLANCE(CNS)ENGINEERING AND TEST DIVISION.

a. **Mission.** The Communication/Navigation/Surveillance (CNS) Engineering and Test Division advises the Director, Technical Center, in the planning of resource requirements for engineering, integration and operational test and evaluation programs at the Technical Center; and directs and coordinates the test activities for communications, navigation, and surveillance projects supporting the mission of the Technical Center.

b. **Functions.** As the principal element of the Technical Center for CNS research, development, engineering, integration, and operational evaluation, the division provides direction to the branches responsible for:

(1) Engineering and test direction in support of CNS programs, such as communication systems, radar systems, aircraft navigation and guidance systems, aircraft approach and landing systems, power systems, and maintenance automation systems.

(2) Supporting in the development of test requirements and guidelines for the accomplishment of test and evaluation of NAS subsystems; validation of test results, and support of NAS design and transition design.

(3) Conducting the programs of research, development, test, evaluation, and demonstration efforts for communication systems, surveillance systems, and navigation systems.

(4) Managing, maintaining, flying, and modifying the research and development aircraft in support of technical projects.

(5) Providing expert consultation services and agency representation at national and international conferences and meetings with members of other Government agencies, academia, and private industry relating to the Technical Center's functions, and serving as technical advisor to the U.S. members of International Civil Aviation organization panels and regional planning groups.

*1661.-1664. WITHDRAWN-CHG 31.

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1665.-1669. RESERVED.

'1670. WITHDRAWN-CHG 31.

1671.-1674. RESERVED.

*1660. COMMUNICATION/NAVIGATION/SURVEILLANCE(CNS)ENGINEERING AND TEST DIVISION.

a. **Mission.** The Communication/Navigation/Surveillance (CNS) Engineering and Test Division advises the Director, Technical Center, in the planning of resource requirements for engineering, integration and operational test and evaluation programs at the Technical Center; and directs and coordinates the test activities for communications, navigation, and surveillance projects supporting the mission of the Technical Center.

b. **Functions.** As the principal element of the Technical Center for CNS research, development, engineering, integration, and operational evaluation, the division provides direction to the branches responsible for:

(1) Engineering and test direction in support of CNS programs, such as communication systems, radar systems, aircraft navigation and guidance systems, aircraft approach and landing systems, power systems, and maintenance automation systems.

(2) Supporting in the development of test requirements and guidelines for the accomplishment of test and evaluation of NAS subsystems; validation of test results, and support of NAS design and transition design.

(3) Conducting the programs of research, development, test, evaluation, and demonstration efforts for communication systems, surveillance systems, and navigation systems.

(4) Managing, maintaining, flying, and modifying the research and development aircraft in support of technical projects.

(5) Providing expert consultation services and agency representation at national and international conferences and meetings with members of other Government agencies, academia, and private industry relating to the Technical Center's functions, and serving as technical advisor to the U.S. members of International Civil Aviation organization panels and regional planning groups.

*1661.-1664. WITHDRAWN-CHG 31.

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1665.-1669. RESERVED.

'1670. WITHDRAWN-CHG 31.

1671.-1674. RESERVED.

*1675. FACILITIESMANAGEMENTDIVISION.

a. Mission. The Facilities Management Division advises the Director, Technical Center, in the planning and requirements of facilities management programs; and manages, directs, and coordinates the facilities management activities of the Technical Center, including program management of the Technical Center's **long-range** master planning.

b. Functions. The Facilities Management Division:

(1) Provides for the engineering, operations, and maintenance of the Technical Center's multi-user facilities including, but not limited to, NAS air traffic control related laboratories, technical laboratories, and general technical support facilities.

(2) Provides professional architectural and engineering design and consultation services in support of Technical Center programs; and manages, operates, maintains, and/or monitors contract operation of various administrative and plant support facilities.

(3) Manages the Technical Center's Environmental and Health and Safety Programs.

1676.4679. RESERVED.

* 1680. AVIATION SIMULATION AND HUMAN FACTORS DIVISION.

a. **Mission.** The Aviation Simulation and Human Factors Division is the focal point for Technical Center laboratory applications of emerging technology and concepts for future ATC systems, aircraft, and airport environments. In meeting this responsibility, the Technical Center conducts programs to research, test, and validate advanced aviation concepts in analytical and simulated environments to determine their technical and operational performance suitability and usability. State-of-the-art models, simulation, and analysis tools are used to investigate advanced aviation concepts, procedures, and systems, assessing their suitability for inclusion in current and future operational ATC and aviation environments. In the determination of suitability and usability of new concepts, human factors issues will be investigated.

b. **Functions.** The Aviation Simulation and Human Factors Division:

(1) Plans and conducts analytical, simulation, and modeling programs to research, test, and validate the technical and operational suitability of advanced aviation concepts for future ATC, aviation, aircraft, and airport systems. Determines feasibility, adequacy of design, compatibility with current and future system elements, responsiveness to requirements, operational characteristics, cost/benefits, and limitations. Determines need for development and study efforts in support of maintenance automation as related to airway facility maintenance reliability. Determines the merit of proposals considering their potential impact on the ATC and aviation systems and other agency development programs under consideration.

(2) Develops or translates advanced aviation concepts into analytical and logical models for analysis, testing, and validation. Analyses result in criteria for system factors such as safety and capacity, controller and pilot workload and performance, and cost/benefit in the overall aviation system.

(3) Conducts analyses leading to the development of air traffic system performance measures, criteria, and standards. Applies results to forecasted traffic scenarios to determine required ATC system improvements in domestic and international airspace.

(4) Plans, develops, and operates the agency's advanced concepts laboratory, a state-of-the-art simulation laboratory capable of simulating the operational ATC environment. Plans and conducts a program of research and development involving simulation of advanced ATC concepts to determine feasibility and suitability for the operational ATC environment of the future.

(5) Conducts a program of human factors engineering analyses to determine the system impact of the unique man/machine relationships inherent in the aviation system environment. Conducts analyses to determine relative impacts of man/machine error, workload capacity, human performance, communications, proficiency, system design, etc.

(6) Provides expert consultation services and agency representation at national and international conferences and meetings with members of other Government agencies, academia, and private industry relating to the Technical Center's functions. Serves as technical advisor to the U.S. members of International Civil Aviation Organization panels and regional planning groups.

(7) Manages the National Simulation Capability **Program**.

(8) Serves as contracting officer's technical representative for contracts throughout the organization.

1681.4689. RESERVED.

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* 1690. AIRPORT MANAGEMENT AND EMERGENCY OPERATIONS DIVISION.

a. **Mission.** The Airport Management and Emergency Operations Division manages the Atlantic City International Airport, with responsibility for controlling airport operations. Manages the emergency preparedness function at the Technical Center. Provides for contract operation of security, **fire**, crash, rescue services, and the automated security system. Manages special projects and exercises conducted at the Technical Center involving U.S. military, Federal, State, and local law enforcement organizations.

b. **Functions.**

(1) **Airport Operations.** The division:

(a) Operates the Atlantic City International Airport and ensures compliance with Parts 77, 107, and 139 of the Federal Aviation Regulations.

(b) Coordinates and ensures regulatory compliance during special airport activities and exercises.

(c) Originates, implements, and maintains the airport certification manual and the airport security manual.

(d) Plans and implements the airport safety program and prepares orders and instructions on airport operations and safety.

(e) Coordinates, reviews, and grants final approval for project and airport construction. When necessary, obtains exemptions or amendments to the regulation.

(f) Activates and maintains aircraft emergency command post and assumes operational control of the airport during aircraft emergencies.

(g) Identifies airport requirements, reviews plans and specifications, coordinates schedules, and recommends improvements, modifications, and maintenance.

(h) Provides a test-bed environment for airport research and development projects and for crisis management projects.

(i) Represents the Technical Center Director in airport matters.

(j) Manages and controls the utilization and upkeep of the Technical Center's aircraft ramp.

(2) **Operations Center.** The division:

(a) Provides the Operations Officer, who collects, screens, and summarizes information essential to top Technical Center management. Serves as the focal point for the collection, dissemination, and coordination of essential data concerning significant developments affecting the Office of the Secretary of Transportation and the Administrator. *

* (b) Provides to Operational Support Service an after-hours point of contact for NAS problems.

(c) Provides a central point of contact for Technical Center matters **after** hours, and if necessary, takes action to ensure the safe and efficient operation of the Technical Center.

(d) Develops and implements crisis management plans. Operates and maintains the Crisis Management Center.

(3) **Emergency Preparedness**. The division:

(a) Represents the Director, Technical Center, on all national security emergency preparedness (NSEP) matters.

(b) Plans and administers the Technical Center Security Emergency Operations Program. Prepares, coordinates, promulgates, and maintains a current Emergency Operations Plan and ensures the adequacy and compatibility of subordinate emergency response plans.

(c) Coordinates the implementation of the NSEP operations plan and procedures during times of national emergency, operations tests, and exercises; controls the progress of such tests; evaluates the adequacy of the plans and procedures; and prepares reports thereon.

(d) Ensures the implementation of all NSEP operations directives of FAA; represents the Technical Center at Washington headquarters on all NSEP readiness matters with local military units, civil defense **officials**, and other Government organizations.

(e) Manages and operates the Emergency Operations Facility and the National Communications System high frequency radios for the Technical Center.

(f) Develops measures for and conducts inspections designed to determine readiness and to maintain adequate levels of NSEP supplies and equipment at the Technical Center.

(g) Provides focal point for local coordination of NSEP with other Federal and local Government agencies, representing the Technical Center at meetings with such agencies.

(h) Acts as the Radiological Defense **Officer** for the Technical Center. Maintains an adequate supply of radiological equipment and ensures the assignment of radiological monitors as required, for the protection of Technical Center personnel.

(i) Implements the Technical Center Emergency Operations Plan during natural, national, or local emergency situations which affect operations of the Technical Center. *

* (4) Facilities Protection. The division:

(a) Manages physical security policy and key control procedures within all areas, buildings, and facilities.

(b) Provides security guard service and provides oversight of **firefighting** services for the Atlantic City International Airport and Technical Center facilities. Provides emergency services communication and dispatch. Provides **firefighting** support of research and development projects.

(c) Acts as contract officer's technical representative to monitor and ensure compliance by the security on-site contractor.

(d) Formulates requirement, specifications, maintenance, and procurement documentation of automated security systems.

(e) Acts as contract **officer's** technical representative for the automated physical security systems; and monitors and coordinates the Technical Center's in-house and contract application of automated security systems equipment to comply with FAR 107.

(f) Ensures that mutual aid agreements with surrounding communities for **firefighting**, ambulance/medical, and security/law enforcement support services are planned, developed, and executed.

(5) Special Projects. The division:

(a) Provides support and commits Technical Center resources to U.S. military and law enforcement activities. Serves as the Technical Center's focal point for providing logistic support to military and law enforcement agencies.

(b) Manages "special" projects and exercises conducted at the Technical Center involving U.S. military, Federal, State, and local law enforcement agencies.

(c) Provides support to special "community" activities.

(d) Manages the small arms ranges and explosive proficiency range.

c. Special Delegations The Program Director, Airport Management and Emergency Operations Division, is designated as the Airport Manager of the Atlantic City International Airport. The Airport Manager, or in the absence of the Airport Manager, the Airport Operations Officer, is authorized to:

(1) Close the airport when conditions warrant, and reopen when determined to be operationally safe.

(2) Take action to ensure the safe and efficient operation of the Technical Center **after hours**, in the name of the Director, Technical Center.

1691:1699. RESERVED.

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* (4) Facilities Protection. The division:

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(1) Close the airport when conditions warrant, and reopen when determined to be operationally safe.

(2) Take action to ensure the safe and efficient operation of the Technical Center **after hours**, in the name of the Director, Technical Center.

1691:1699. RESERVED.

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